

Metadata Matters: A Holistic Approach to Metadata at the University of Hawai'i Institutional Repository

Asako Shiba & Jennifer Beamer, University of Hawai'i at Mānoa



ScholarSpace

Facts

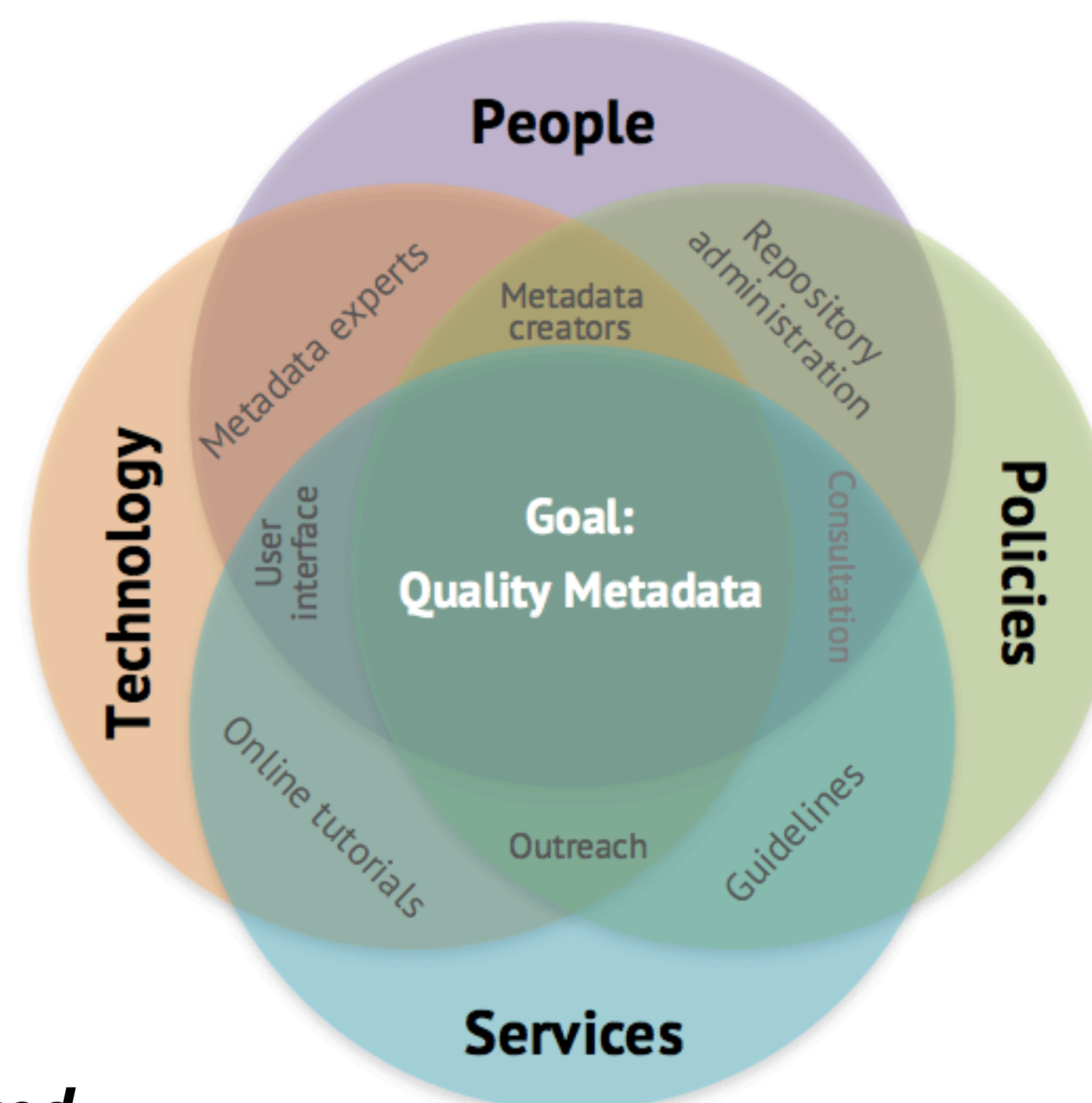
- **ScholarSpace**: Institutional repository for University of Hawai'i at Mānoa
<https://scholarspace.manoa.hawaii.edu/>
- Launched in 2008
- Platform: DSpace
- 28,998 items deposited as of 6/18/2015
- University of Hawai'i at Mānoa
 - A land-, sea-, and space-grant institution
 - The flagship campus of the University of Hawai'i System

Issues

- ScholarSpace currently administered by a team located in the library's IT department.
- Lack of formal metadata standards and guidelines.
- Metadata created by a variety of constituencies: Library's ScholarSpace staff, subject liaison librarians, campus faculty members, students, and staff.
- Two ways to deposit items: Via DSpace item submission form; batch loading with metadata in spreadsheet.
- A wide variety of items deposited due to the inclusive scope.

Need for strategies to improve the quality of incoming metadata

Our Strategies



To...
Holistic & Versatile

Creating better metadata is a shared effort by **People** from a wide range of constituencies: Digital Repository Librarian & two paraprofessional staff from the library's IT department; Metadata librarian from Cataloging Department; Metadata creators & subject experts from the library and/or the campus community; Digital Library Program Task Force. Coordination among all is the key.

Policies should be in place in various areas: Metadata standards & guidelines; Workflow for library-mediated item submissions & metadata repurposing; Developing feedback loops; Facilitating & accommodating special metadata needs of specific disciplines.

Another critical component is **Services** targeted for metadata creators: Consultation by a metadata librarian on the development of metadata application profiles & metadata creation; Outreach, e.g. hands-on workshops; Face-to-face & online instruction on assigning "quality" metadata.

The effective use of **Technology** can help improve metadata: Back-end DSpace configuration to maximize quality of metadata; Controlling metadata input possibly with a responsive item submission form, e.g. dropdown menus, automatic value generation; Guides-on-the-side for users in ScholarSpace during submission process; Metadata template for batch loading.

From...
Unstructured

Grassroots effort by a metadata librarian became two-person team effort to generate a simple to-do list:

- Review and update metadata registry and mappings.
- Develop metadata guidelines tailored to different audiences.
- Review and update item submission forms.
- Develop online tutorials for item submission.
- Evaluate organization of communities, sub-communities, and collections.

